

**STATE PENSION REVIEW BOARD
AN EQUAL OPPORTUNITY EMPLOYER
STATE AGENCY JOB VACANCY NOTICE**

Agency: State Pension Review Board	Opening Date: 07-22-2021 Closing Date: Open until filled
Listing Number: PRB2105	
WorkInTexas ID: 14698179	
Salary: \$55,000-\$70,000	
Position Title: Actuary I	Salary Group /Class No: B21/2802
Refer To: Westley Allen	Telephone: 512-463-1736
Number of Openings: 1	Duration: Full-time
Travel Required: Limited	
Agency Mailing Address: P.O. Box 13498, Austin, TX, 78711-3498	
Agency Location Address: 300 W. 15 th Street, Room 406, Austin, TX	
Agency Web Address: www.prb.texas.gov	

JOB SUMMARY:

GENERAL DESCRIPTION: Conducts actuarial analyses and provides support and assistance on actuarial matters to the staff actuary. Work involves conducting actuarial examinations; forecasting costs, risks, and liability of future benefits; participating in the implementation of agency policies and improved actuarial procedures; and assisting with special research assignments. Works under the guidance and mentoring of staff actuary, with moderate latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED: Analyzes and monitors public retirement system actuarial valuations to evaluate compliance with state law and consistency with Actuarial Standards of Practice; contributes to intensive actuarial reviews of retirement systems; assists in making recommendations relating to actuarial assumptions, experience, funding, and other actuarial matters; assists with research and publication assignments; reviews actuarial opinions, reports and memorandums; prepares reports on the condition of Texas public pension plans; assesses the impact of existing and proposed legislation or policies regarding actuarial matters; and assists with the agency's preparation of actuarial impact statements on pension legislation. Contributes to ad hoc projects and publications. May make presentations to the Board or other stakeholders.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: Graduation from an accredited four-year college or university with a degree in actuarial science, statistics, mathematics, insurance, or related field. Education and work experience relevant to the position requirements may be substituted for one another on a year-for-year basis.

KNOWLEDGE, SKILLS AND ABILITIES: Understanding of actuarial, mathematics and/or statistical analysis. Demonstrated knowledge of Microsoft Office (Access, Excel, Word, Outlook) software. Proven ability to

organize and manage tasks effectively and efficiently. Must be able to communicate effectively with executive staff, Board, legislators and their staff, other state agencies, and the public. Strong attention to detail, technical writing and oral communication skills required.

Knowledge of actuarial formulas, methods, forecasting, and procedures; knowledge of public pension policy and Actuarial Standards of Practice as promulgated by the Actuarial Standards Board; skill in applying actuarial principals and techniques; and the use of actuarial computer applications preferred.

REGISTRATION, CERTIFICATION, OR LICENSE

2 actuarial exams are required; additional exams preferred.

NOTES

Veterans, Reservists or National Guards with an MOS or additional duties that fall in Actuarial Science or other related fields pertaining to the minimum experience requirement may meet the minimum qualifications for this position. Please call 512-463-1736 for more information or assistance.

Military Crosswalk information can be accessed at:

<http://www.hr.sao.state.tx.us/Compensation/JobDescriptions.aspx>.

HOW TO APPLY

Apply using State of Texas application form only, which can be found at

<http://www.twc.state.tx.us/jobs/gvjb/state-texas-application-employment.html#applicationForm>.

Applications may be submitted through [WorkinTexas.com](http://www.WorkinTexas.com), emailed to wes.allen@prb.texas.gov or mailed to Pension Review Board, P.O. Box 13498, Austin, TX 78711-3498.

ADDITIONAL INFORMATION

The PRB is an Equal Employment Opportunity Employer. Selected applicant may be subjected to a background check. Official transcripts or other minimum requirement validations may be requested at the time of job offer. If hired for employment, documentation that establishes identity and employment eligibility will be required. Documentation must be provided within three (3) days from date of hire. A complete list of acceptable documents is on file with the [Texas Workforce Commission](#).

Notice to Applicants Who May Require Reasonable Accommodation in the Interview Process: Applicants with disabilities who may need to discuss special accommodations during the interview process should contact Westley Allen at 512-463-1736. If reasonably possible, please call at least 48 hours in advance to afford the agency sufficient time to properly review and coordinate the request.